



RP Chappell Counselling Data Protection Policy

All personal information about clients which could result in identification will be treated in confidence. Confidentiality may be broken only:

- i. if it is imminently likely that the client will cause serious physical harm to others or themselves;
- ii. when the client is no longer able to take responsibility for their own actions;
- iii. when there is a legal obligation to do so.

At all times, decisions will be made with the client's best interests in mind. Confidential agreements continue after the death of the client unless there are exceptional circumstances, e.g. legal requirements.

The client's permission will be sought before consulting other professionals, e.g. GPs, school tutors, drug counsellors, etc. unless there are concerns for client safety as outlined above

Any client information used for case study purposes will fully disguise the client's identity. Any discussion of the client's information will be constructive, and the client's confidentiality respectfully maintained.

I store only basic information on computer, and this is deleted within one month of a client's completion. Notes are kept on paper and stored securely in my office. These, too, are destroyed within six months of the client's completion.

Clients have the right to request their notes to read or for submission in Court etc.

The client may ask for their details to be deleted from paper files and electronically at their request. A letter will be issued to confirm the action.

The Terrorism Act 2000, section 38B, makes it a criminal offence for a person to fail to disclose, without reasonable excuse, any information which he either knows or believes might help prevent another person from carrying out an act of terrorism or might help in bringing a terrorist to justice in the UK.

Should there be a disclosure of this nature it is my legal duty to report this, and confidentiality will be broken.

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